UCPath Former Employee Portal: Frequently Asked Questions

Frequently Asked Questions

Question: I was previously associated as a Contingent Worker (CWR) and was recently separated. Will I have access to the Former Employee Portal?
Answer: You will not have access to the Former Employee Portal because you were never issued pay by UCPath.

Question: I was previously a paid UC employee who separated and had access to the Former Employee Portal. I have just been rehired as a Contingent Worker (CWR). Will I continue to have access to the Former Employee Portal?
Answer: Once you are active as a Contingent Worker, your role will be updated, and you will no longer have access to the Former Employee Portal. Your paystubs and tax documents are associated with your employee ID and will be available via the UCPath Dashboard

Question: How many opportunities do I have to enter my password before being locked out?
Answer: As a Former Employee, you will have 10 attempts to enter your password before your account is locked. Each night, the system automatically unlocks all locked accounts. Once unlocked, you can re-enter your password or request a new password using the Reset Password feature.

Question: I plan on separating from UC soon. How do I update my personal email address and phone number?
Answer: As an active employee, you can update your personal information by logging into the UCPath Dashboard and navigating to **Employee Actions > Personal Information > Personal Information Summary**. Click the following links for instructions on how to Update My Email Address or Update My Phone Number.

Question: How long will I have access to the Former Employee Portal?
Answer: Former employees can access the Former Employee Portal for up to 36 months after their separation date. Please note that the retention period for UCPath documents exceeds 36 months. For example, if you separated in May 2023 and need to access your 2018 UCPath W-2, you will still be able to access this information.

Question: What do I do if I separated 36 months + 1 day ago and need to access my information?
Answer: The system only allows access for 36 months after the most recent separation date. If your separation exceeds that time frame, you will no longer be able to access the Former Employee Portal. You must contact UCPath to request copies of any previously available documents.

Question: Why do I have to use my employee ID?
Answer: The security of your data is a top priority for UC. To protect your sensitive personal information, UC utilizes your employee ID number instead of information such as your social security number.

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Question: What if I have additional questions?
Answer: You can contact UCPath at 855-982-7284, Monday – Friday, 8 a.m. – 5 p.m.